

**NATIONAL VOLUNTARY LABORATORY ACCREDITATION PROGRAM (NVLAP)**  
**CRITERIA FOR SELECTION OF CONTRACTOR TECHNICAL ASSESSORS**  
**FOR THE CHEMICAL CALIBRATION LABORATORIES ACCREDITATION PROGRAM**

The National Voluntary Laboratory Accreditation Program (NVLAP) is seeking individuals with technical knowledge and experience necessary to conduct on-site assessments of laboratories which provide proficiency testing services to environmental laboratories for chemical calibrations.

Under the terms of an agreement between the National Institute of Standards and Technology (NIST) and the U.S. Environmental Protection Agency (USEPA), NVLAP will accredit laboratories for their competence to characterize samples and to conduct proficiency test programs to support USEPA requirements for environmental analysis laboratories. Proficiency test provider laboratories must comply with the requirements of *NIST Handbook 150; NVLAP Procedures and General Requirements*, and *NIST Handbook 150-19; Chemical Calibration, Providers of Proficiency Testing*.

Accreditation is offered in those areas necessary to support environmental laboratory testing of drinking water and waste water. Testing is divided into four major areas: inorganic chemical analysis; organic chemical analysis; biological and microbiological testing; and radiological testing and analysis. Specific requirements and criteria for determining laboratory qualifications for accreditation address quality systems, staff, facilities and equipment, test and calibration methods and procedures, manuals, records, and test/certification reports. Peer assessors evaluate the compliance of a laboratory to those criteria using NVLAP checklists and other information provided by the laboratory. NVLAP trains assessors in procedures and reporting format to provide uniformity/commonality in application of the criteria.

The criteria for the selection of NVLAP assessors include the following elements:

1. Experience in preparing samples, performing laboratory tests/measurements and/or sample characterizations.
2. Experience in laboratory management and operations:
  - a. Responsibility for day-to-day management of tests/measurements;
  - b. Development and implementation of laboratory quality assurance procedures; and
  - c. Responsibility for assuring good laboratory practices.
3. Communication skills.
4. Education/training in related areas.
5. Related professional activities including publication of technical papers (in related fields), documentary standards development, and participation in technical societies.
6. Freedom from conflict of interest (real or perceived).

Training/experience in performing technical and quality assurance assessments is a plus.

Qualified NVLAP assessors will be paid a fee for their services and reimbursed for their travel expenses on an individual contract basis. Short duration scheduled travel is required for assessor functions.

Interested parties are invited to send a résumé addressing each of the six elements described above to the address below. You must specify each of the four areas of analysis for which you wish to be considered. Recommendations for assessors are welcome. Selection of assessors will be based on information provided in résumés and later personal contacts.

Responses and inquiries should be addressed to:

NIST/NVLAP  
100 Bureau Dr., Stop 2140  
Gaithersburg, MD 20899-2140

Attn. C. Douglas Faison  
Senior Program Manager

Telephone: (301) 975-4016  
FAX: (301) 926-2884

The attached pages are to be used as a format for addressing your qualifications. Please use additional space as needed when providing details sufficient for making a proper evaluation of your qualifications and experience.

## NATIONAL VOLUNTARY LABORATORY ACCREDITATION PROGRAM

### ASSESSOR INFORMATION AND QUALIFICATIONS SUMMARY

This information is used to maintain the NVLAP assessor records in accordance with ISO/IEC Guide 58. Please complete Part A, attach a **current** résumé or curriculum vitae and provide a brief biography per Part B. Use additional sheets if more space is needed to complete the summary. Call NVLAP at (301) 975-4016 if you have any questions.

#### PART A

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Work phone: \_\_\_\_\_

Fax number: \_\_\_\_\_

Home phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Current employer and position held: \_\_\_\_\_

\_\_\_\_\_

Education: \_\_\_\_\_

\_\_\_\_\_

Qualifications/Certifications: \_\_\_\_\_

\_\_\_\_\_

Professional activities and associations (include any publications): \_\_\_\_\_

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## ASSESSOR INFORMATION AND QUALIFICATIONS SUMMARY

(continued)

Work experience (provide dates and details): \_\_\_\_\_

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Laboratory management experience (provide dates and details): \_\_\_\_\_

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Training in quality assurance, assessment, calibration, and testing (attach a copy of any certificate of training or qualification; e.g., RAB auditor, lead assessor training, etc.) : \_\_\_\_\_

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Experience in laboratory assessment (other than NVLAP): \_\_\_\_\_

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Communication skills: \_\_\_\_\_

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Is there any activity, affiliation, or relationship which might pose a conflict of interest with your performance as a NVLAP assessor? If yes, explain: \_\_\_\_\_

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## PART B

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